Cass-Clay Unified School Response
Emergency Response Flipchart > EOC/DERT Edition
Revised: Summer 2017

This flipchart provides district level officials with the current, best practices for setting up an Emergency Operations Center (EOC), to support on-scene response during an escalating incident. Information is also provided about the transfer of command from the BERT to the DERT.

In an ideal situation, the District Emergency Response Team (DERT), often in conjunction with law enforcement or another first-responder entity, will provide assistance in conjunction with the response directive initiated by the Building Emergency Response Team.

https://www.casscountynd.gov/our-county/sheriff/cass-clay-unified-school-response

EOC Kit Contents (Recommended)

- ☐ Emergency Operations Plan
- ☐ BERT Emergency Response Flipchart (including specific job folders)
- ☐ Classroom Emergency Response Flipchart
- ☐ Bus Driver Emergency Response Flipchart
- ☐ CCUSR Additional Information Packet
- ☐ Multiple copies of ICS Forms 201-204, 214 and 215
- ☐ Emergency Contact Information
- ☐ Computer
- ☐ Radios and/or Cell Phones
- ☐ Vests
- ☐ Signage
- ☐ Office Supplies
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Emergency Contact Information

- → Fire, Police, Ambulance > 911
- → Red River Regional Dispatch > 701-451-7660
- → Cass County Sheriff's Office > 701-241-5800
- → Clay County Sheriff's Office > 218-299-5151

- → Police Department > _____
- → Fire Department > _____

- → Cass County Social Services > 701-241-5765
- → Clay County Social Services > 218-299-5200

- → Fargo Cass Public Health > 701-241-1360
- → Clay County Public Health > 218-299-5002

- → Essentia ER > 701-364-8400
- → Sanford ER > 701-234-5121

- → Salvation Army > 701-232-5565
- → Red Cross > 701-364-1800
- → FirstLink > 211

- → Emergency Management > _____

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School Building Contact Information

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Final Notes of Importance

- It is imperative for every member of the DERT to be familiar with the content contained within the Classroom, Bus Driver and BERT flipcharts, as well as the CCUSR Additional Information Packet.
- As the DERT is formed, consider the impact the chain of command in one position has on another.
- Each fall, and continually throughout the year, staff should be educated on your expectations of them in the event of an emergency. Information and practice helps to alleviate fear.
- Critical Paperwork > Form #214 (Activity Log), found in the Additional Information packet
- Critical Occurrence > Briefings

Transfer of Command: Transitioning from EOC to DERT

The process of moving the responsibility for incident command from one Incident Commander to another is called "transfer of command." Transition of command on an expanding incident is to be expected; it does not reflect on the competency of the current Incident Commander.

In any school-related incident, the initial Incident Commander will be someone that is on-scene. As the incident expands to multiple sites and/or requires significant district-level decisions on personnel and/or resources, command may be transferred to an Incident Commander from the District Emergency Response Team (DERT). Until that transfer of command occurs, members of the DERT should operate as members of the Emergency Operations Center (EOC). As such, they need to remember that they are NOT responsible for running the incident response. Rather, they serve in a support capacity to the BERT members on-scene by:
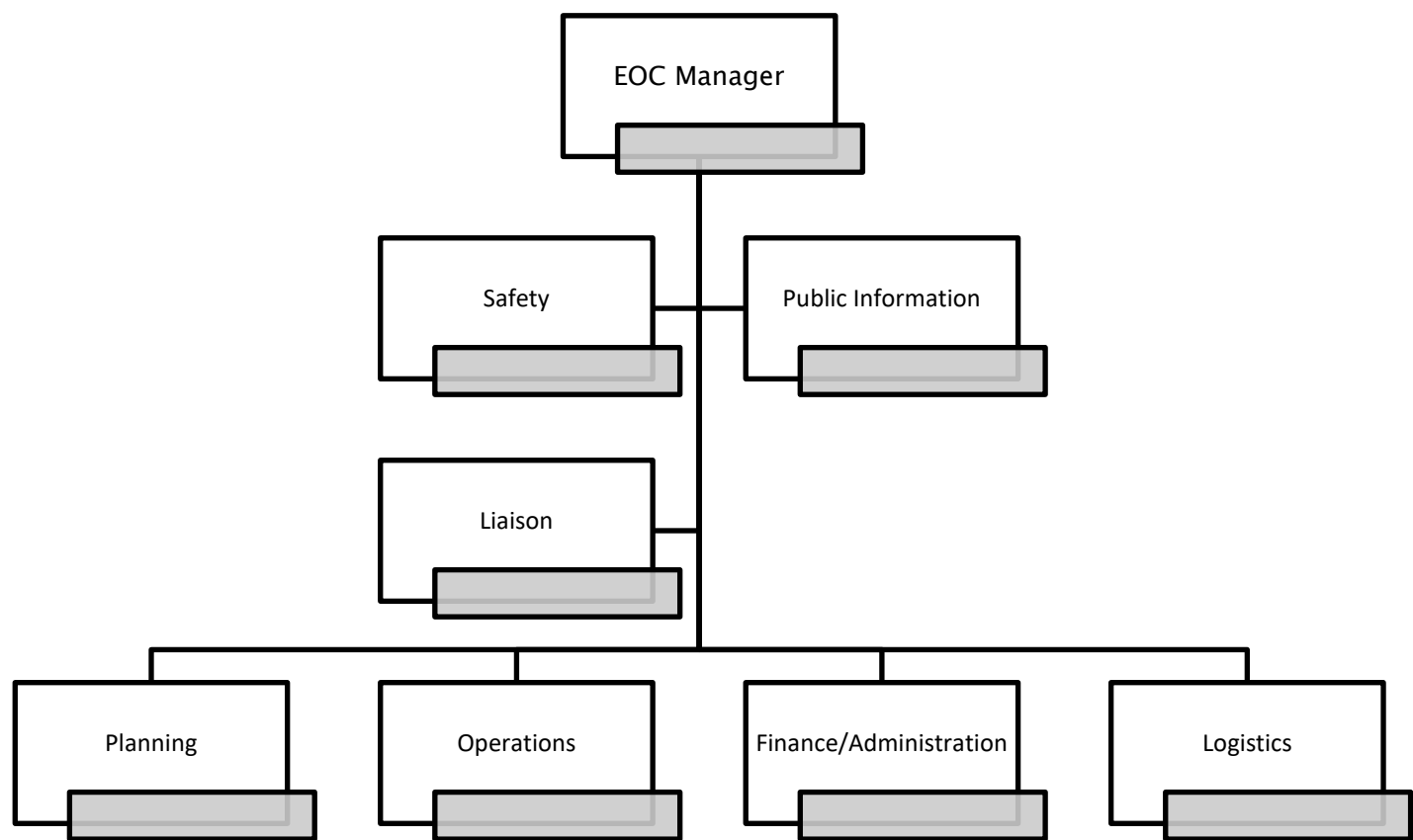
→ Receiving and verifying information from on-scene counterparts or designees.
   o Ensuring that on-scene counterparts have completed all of their duties, or providing assistance by assigning additional personnel or resources to ensure completion.
→ Remain at the EOC until redirected, released or relieved.
→ In the event that an on-scene visit is required, obtain personal safety equipment, staff ID, vest and radio and/or cell phone.
→ *Maintain situational awareness of the total incident without focusing on or performing tactical duties.*

If Incident Command is assumed by the DERT, there are three important steps to assume command effectively:

→ The incoming Incident Commander must be adequately briefed. The briefing should include a personal assessment of the incident situation by the incoming Incident Commander, with the existing Incident Commander when possible.
→ The incoming Incident Commander should determine an appropriate time for transfer of command. At the appropriate time, all personnel should be notified of the change in Incident Command.
→ The incoming Incident Commander may give the previous Incident Commander another assignment on the incident, to retain first-hand knowledge at the scene.

Other members of the EOC may also transition to DERT roles at this time. If this is the case, please see the task list for your assignment in the pages that follow the appropriate organizational chart.

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                        │   EOC Manager   │
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│ Planning │ │Operations│  │Finance/Admin.    │ │ Logistics│
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EOC Locations

- o Primary Location: _____
- o Secondary Location: _____

District Office Contact Information

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EOC Manager

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with EOC staff throughout the incident.

→ Immediately receive and verify information from the on-scene Incident Commander or designee.

  o Assess the type and scope of emergency to determine the threat to human life and property.

  o Ensure that the on-scene Incident Commander has completed all of his/her duties.

→ Activate the EOC, if necessary.

  o Activate all functions and assign positions as needed.

  o Complete the Incident Assignments form, including backups/alternates.

→ Develop and communicate an incident action plan (ICS Forms 201-204) with objectives and a timeframe to meet those objectives.

→ Ensure incident operations run smoothly and that all EOC staff have completed their tasks.

→ Identify kind, type and number of resources required to achieve the incident objectives.

→ Develop and communicate revised incident action plans as needed.

→ Authorize the release of information through the PIO, in conjunction with other entities.

→ Develop a transition plan for the next operational period and stage as appropriate.

→ Remain at the EOC and in charge until redirected, released or relieved.

→ *If Command is assumed, receive a full briefing from the current Incident Commander, follow transfer of command protocol and utilize task list in this booklet.*

→ Authorize deactivation of sections, branches or units when they are no longer required.

→ Deactivate the entire emergency response.

→ Ensure that any open actions not yet completed will be taken care of after deactivation.

→ Ensure the return of all equipment and reusable supplies.

→ Close out all logs and ensure completion of all relevant documents.

→ Announce the termination of the emergency and proceed with recovery operations if necessary.

→ Host an official debrief of the incident.

Safety

As needed in the Emergency Operations Center…

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with EOC staff throughout the incident.

→ Report to the EOC Manager.

→ Evaluate the operating condition of the impacted facility. Advise the EOC Manager of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)

→ Monitor operational procedures and activities to ensure they are being conducted in a safe manner, considering the existing situation and conditions.

→ Stop or modify all unsafe operations.

→ Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

→ Coordinate with the Planning and Operations Sections in preparing future processes.

Public Information

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with EOC staff throughout the incident.

→ Report to the EOC Manager.

→ Serve as the coordination point for all media releases.

→ Represent the district as the lead Public Information Officer.

→ Ensure that the public within the affected school neighborhood receives complete, accurate and consistent information.

→ Develop the format for press conferences.

→ Keep the EOC Manager advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.

→ Identify method for obtaining and verifying significant information as it is developed.

→ Develop and publish a media briefing schedule, to include location, format and preparation and distribution of hand-out materials.

→ Implement and maintain an overall information release program.

→ Establish a Media Information Center, as required, providing necessary space, materials, telephones and electrical power

→ Maintain up-to-date status boards and other references at the media information center.

→ Ensure that a rumor control function is established to correct false or erroneous information.

→ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.

→ Consider the addition of a Deputy PIO on-scene.

→ Open and coordinate a Joint Information Center (JIC) to facilitate the release of information among all entities.

→ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).

→ Monitor broadcast media, using information to develop follow-up news releases and rumor control

→ Ensure that file copies are maintained of all information released.

→ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Liaison

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with EOC staff throughout the incident.

→ Report to the EOC Manager.

→ Oversee all liaison activities, including coordinating outside agency representatives and handling requests from those agencies.

→ Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.

→ Contact Agency Representatives already on-site, ensuring they:
  o Have signed in
  o Understand their assigned functions
  o Know their work locations

→ Determine if additional representation is required from:
  o Other agencies
  o Volunteer organizations
  o Private organizations
  o Utilities not already represented

→ Assist with conducting regular briefings for the outside agency representatives and request that agency representatives maintain communications with their agencies and obtain situation status reports regularly.

→ Maintain a roster of agency representatives located at the incident scene.

→ Ensure that your on-scene counterpart has completed all of his/her duties.

Planning

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with EOC staff throughout the incident.

→ Report to EOC Manager.

→ Ensure that the Planning Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps and status boards.

→ Based on the situation, activate units within the section as needed and designate unit leaders.

→ Request additional personnel as necessary to maintain a 24-hour operation.

→ Make a list of key issues to be addressed by Planning; in consultation with EOC and long-term staff, identify objectives to be accomplished during the initial Operational Period.

→ Think ahead and anticipate situations and problems before they occur.

→ Ensure that Planning activity logs and other necessary files are maintained.

→ Ensure that current information is being maintained for the situation status report.

→ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.

→ Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.

→ Facilitate the Action Planning meetings approximately two hours before the end of each operational period.

→ Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.

→ Ensure that the Action Plan is completed and distributed prior to the start of the next operational period.

→ Ensure that a report is distributed that highlights forecasted events or conditions likely to occur beyond the forthcoming operational period.

→ Ensure that files on all activities are maintained, and provide reproduction and archiving services as required.

Operations

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with EOC staff throughout the incident.

→ Report to the EOC Manager.

→ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps and status boards.

→ Based on the situation, activate units within the section as needed and designate unit leaders.

  o In particular, consider the establishment of site safety, medical and/or behavioral health units based on your knowledge of the situation.

→ Request additional personnel as necessary to maintain a 24-hour operation.

→ Make a list of key issues to be addressed by Operations; in consultation with EOC and long-term staff, identify objectives to be accomplished during the initial Operational Period.

→ Think ahead and anticipate situations and problems before they occur.

→ Ensure that Operations activity logs and other necessary files are maintained.

→ Ensure that operational objectives and assignments identified in the Action Plan are carried out effectively.

→ Determine need for Mutual Aid.

→ Share status information with other sections as appropriate.

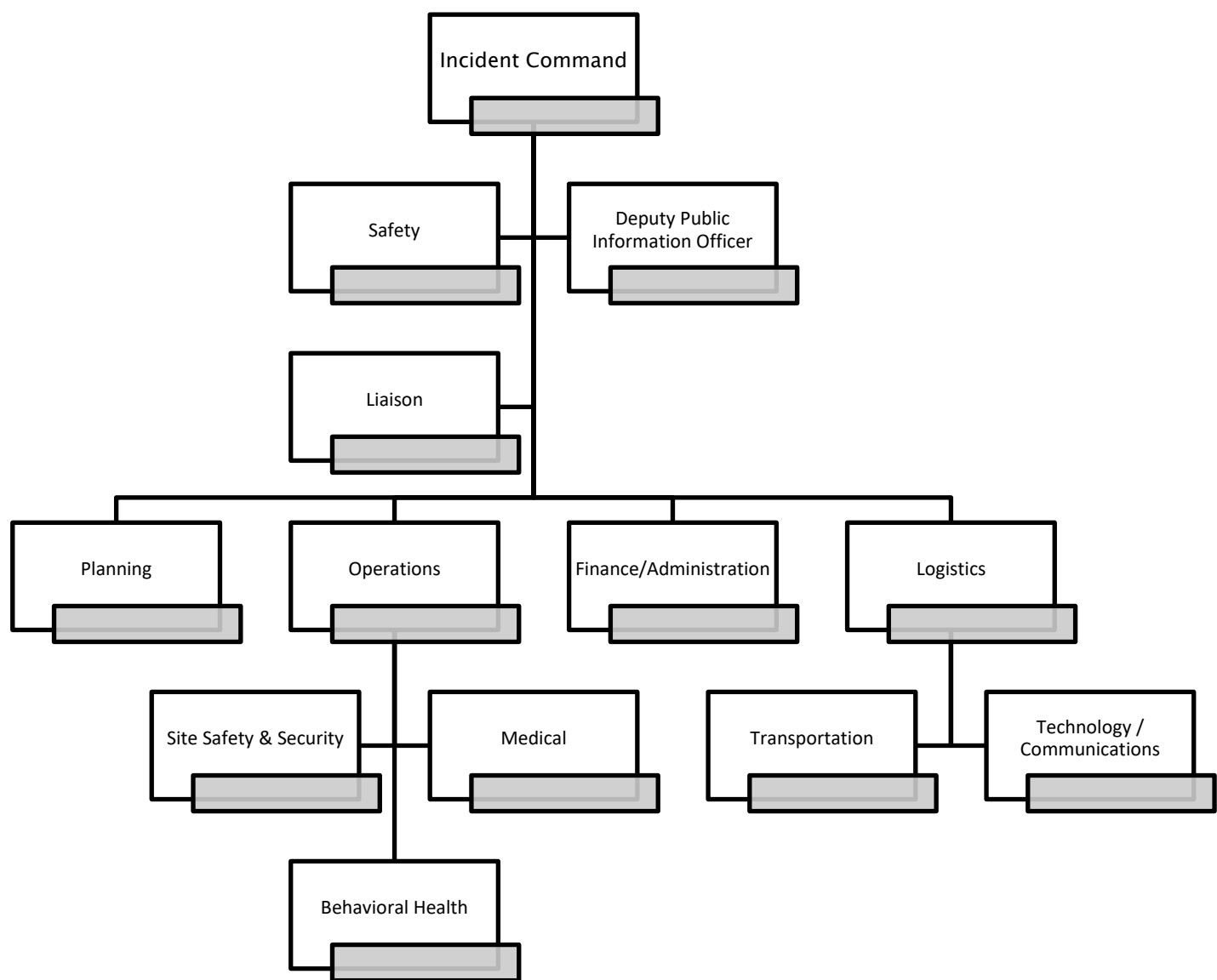→ Support your on-scene counterpart in completion of all of his/her duties.

Finance/Administration

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with EOC staff throughout the incident.

→ Report to the EOC Manager.

→ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment and supplies are in place.

→ Based on the situation, activate units within the section as needed and designate unit leaders.

→ Request additional personnel as necessary to maintain a 24-hour operation.

→ Make a list of key issues to be addressed by Finance/Administration; in consultation with EOC and long-term staff, identify objectives to be accomplished during the initial Operational Period.

→ Think ahead and anticipate situations and problems before they occur.

→ Ensure that Finance/Administration activity logs and other necessary files are maintained.

→ Ensure that all financial records are maintained throughout the event or disaster.

→ Ensure that all on-duty time is recorded for all personnel responding to the incident.

→ Ensure that workers' compensation claims resulting from the response are processed within a reasonable time by the appropriate entity.

→ Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.

→ In conjunction with Logistics, ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms.

→ Review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.

→ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.

→ Participate in all Action Planning meetings.

→ Keep staff aware of the current fiscal situation and other related matters, on an on-going basis.

→ Collect and retain all activity logs from Logistics.

→ Ensure all forms, especially those utilized for the check in/out process of resources, are completed and returned in a timely fashion.

Logistics

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with EOC staff throughout the incident.

→ Report to the EOC Manager.

→ Ensure that the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resource directories.

→ Based on the situation, activate units within the section as needed and designate unit leaders.

  o In particular, consider the establishment of transportation, technology and/or communications units based on your knowledge of the situation.

→ Request additional personnel as necessary to maintain a 24-hour operation.

→ Make a list of key issues to be addressed by Logistics; in consultation with EOC and long-term staff, identify objectives to be accomplished during the initial Operational Period.

→ Think ahead and anticipate situations and problems before they occur.

→ Ensure that Logistics activity logs and other necessary files are maintained.

→ Ensure that the following responsibilities of the Logistics Section are addressed as required:

  o Providing communication services

  o Resource tracking, by ensuring that all resources, including those ordered through Mutual Aid, are tracked and accounted for on a Form 215

  o Acquiring equipment, supplies, personnel, facilities and transportation services

  o Arranging for food, lodging and other support services as required

→ Establish priorities for resource allocation.

→ Attend and participate in Action Planning meetings.

→ Ensure that timelines are documented for resource requests and delivery notes.

→ Ensure that transportation requirements, in support of response operations, are met.

→ Ensure that all requests for facilities and facility support are addressed.

→ Collect all Activity Logs (ICS Form 214) and other resource documentation at the end of each operational period and submit to Finance/Administration Section for processing.

Organizational Information > Shift from EOC (Support) to DERT (Hands-On)

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                          Incident Command
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              Safety                    Deputy Public
                                      Information Officer

              Liaison


    Planning      Operations    Finance/Administration     Logistics


         Site Safety & Security    Medical       Transportation    Technology /
                                                                  Communications


              Behavioral Health
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Incident Command Post Locations

- o Primary Location: _____
- o Secondary Location: _____

District Office Contact Information

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Incident Commander

→ Open an activity log (ICS Form 214) and keep current throughout the incident.
→ Receive necessary briefings throughout the incident.
→ Conduct necessary briefings with BERT and EOC staff throughout the incident.
→ Obtain your personal safety equipment, staff ID and vest.
→ Assess the type and scope of emergency.
→ Determine the threat to human life and structures.
→ Implement emergency procedures and hazard-specific procedures.
→ Develop and communicate an incident action plan with objectives and a timeframe to meet those objectives.
→ Establish Incident Command, if not yet done.
→ Activate the BERT, if not yet done.
   o Appoint a backup or alternate Incident Commander.
→ Activate all functions and assign positions as needed.
   o Complete the Incident Assignments form.
→ Ensure that emergency services and the district office have been informed.
→ Continue to monitor and assess the total school situation.
→ Report to the EOC on the status of students, staff and facility.
→ Develop and communicate revised incident action plans as needed.
→ Begin student release, if and when appropriate.
   o Consider district policy and the safety of students to determine when to release.
→ Authorize the release of information.
→ Identify and mitigate safety hazards and situations.
   o Stop or modify all unsafe operations.
→ Consider district policy and the safety of staff to determine when to release.
→ Remain at the Incident Command Post and in charge of your campus until redirected, released or relieved.
→ Authorize deactivation of sections, branches or units when they are no longer required.
→ Deactivate the entire emergency response.
→ Ensure that any open actions not yet completed will be taken care of after deactivation.
→ Ensure the return of all equipment and reusable supplies.
→ Close out all logs. Ensure that all logs, reports, message forms and other relevant documents are completed.
→ Announce the termination of the emergency and proceed with recovery operations if necessary.

Safety

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with the BERT throughout the incident.

→ Report to Incident Commander.

→ Evaluate the operating condition of the impacted facility. Advise the Incident Commander of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)

→ Monitor operational procedures and activities to ensure they are being conducted in a safe manner, considering the existing situation and conditions.

→ Stop or modify all unsafe operations.

→ Prepare and present safety briefings at appropriate meetings.

Deputy Public Information Officer

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with the BERT throughout the incident.

→ Report to Incident Commander and Lead PIO.

→ Serve as backup or lead PIO as directed or needed.

→ Supervise information from the on-scene Incident Command.

→ Monitor information for current conditions and accurate release of information.

Liaison Officer

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with the BERT throughout the incident.

→ Report to Incident Commander.

→ Keep the Incident Commander informed of responding agencies' action plans.

→ Provide necessary briefings to responding agency representatives.

→ At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out.

→ Return equipment and reusable supplies.

→ Close out all logs. Provide logs and other relevant documents to the Incident Commander.

Planning

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with BERT throughout the incident.

→ Report to Incident Commander.

→ Ensure that the Planning Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps and status boards.

→ Based on the situation, activate units within the section as needed and designate unit leaders.

→ Request additional personnel as necessary to maintain a 24-hour operation.

→ Make a list of key issues to be addressed by Planning; identify objectives to be accomplished during the initial Operational Period.

→ Think ahead and anticipate situations and problems before they occur.

→ Ensure that Planning activity logs and other necessary files are maintained.

→ Ensure that current information is being maintained for the situation status report.

→ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.

→ Ensure that the Public Information Officer and/or Deputy PIO has immediate and unlimited access to all status reports and displays.

→ Facilitate the Action Planning meetings approximately two hours before the end of each operational period.

→ Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.

→ Ensure that the Action Plan is completed and distributed prior to the start of the next operational period.

→ Ensure that a report is distributed that highlights forecasted events or conditions likely to occur beyond the forthcoming operational period.

→ Ensure that files on all activities are maintained, and provide reproduction and archiving services as required.

Operations

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with BERT throughout the incident.

→ Report to Incident Commander.

→ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps and status boards.

→ Assume the duties of all operations positions until staff are available and assigned.

→ As staff members are assigned, brief them on the situation, assign them as needed, and supervise their activities using the position task lists.

→ Request additional personnel as necessary to maintain a 24-hour operation.

→ Make a list of key issues to be addressed by Operations; identify objectives to be accomplished during the initial Operational Period.

→ Think ahead and anticipate situations and problems before they occur.

→ Ensure that Operations activity logs and other necessary files are maintained.

→ Ensure that operational objectives and assignments identified in the Action Plan are carried out effectively.

→ Determine need for Mutual Aid.

→ Share status information with other sections as appropriate.

→ Support your on-scene counterpart in completion of all of his/her duties.

→ Keep the Incident Commander informed of operations staff action plans.

→ Make sure that staff members are following the standard procedures, using appropriate safety gear, and documenting their activities.

→ At the Incident Commander's direction, release operations staff no longer needed. Direct staff members to sign out.

→ Return equipment and reusable supplies.

→ When authorized by the Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Commander.

Site Safety & Security

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with BERT throughout the incident.

→ Report to Operations.

→ Monitor onsite cameras and other security features, if applicable.

→ Lock gates and external doors and report to Operations at the Incident Command Post when completed.

→ Be sure that the entire campus has been checked for safety hazards and damage.

   o As you observe the campus, report any damage to Operations at the Incident Command Post.

   o No damage should be repaired before full documentation, such as photographs and video evidence, is complete, unless the repairs are essential to immediate life-safety.

→ Restrict access to damaged or hazardous areas.

→ Locate, control and extinguish small fires as necessary.

→ Shut down electricity only if the building has clear structural damage or if advised to do so by Incident Command.

→ Route fire, rescue and police as appropriate.

→ Advise Operations at the Incident Command Post of all actions taken for information and proper logging.

→ Return equipment and reusable supplies.

→ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to Operations.

Medical

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with BERT throughout the incident.

→ Report to Operations.

→ Establish scope of disaster with the Operations Chief and determine probability of outside emergency medical support and transport needs.

→ Review safety procedures and assignments with personnel.

→ Set up a first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials) if possible, away from students and parents, with access to emergency vehicles.

→ Oversee the assessment, care and treatment of patients.

→ Make sure that accurate records are kept.

→ If needed, request additional personnel and brief all newly assigned individuals.

→ Report deaths immediately to the Incident Command Post.

→ Keep the Operations Chief informed of the overall status of the section.

→ Work with all emergency services personnel.

→ Return equipment and reusable supplies.

→ When authorized by the Incident Commander, deactivate the section and close out all logs. Provide the logs and other relevant documents to Operations.

Behavioral Health

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with BERT throughout the incident.

→ Report to Operations.

→ Assess the status and availability of crisis/emergency counselors.

→ Assess the status and availability of mental health facilities.

→ Assess need and coordinate/provide mental health care for individuals responding/assisting with the incident response.

→ Determine the need for mental health services and coordinate provisions of care as required.

→ Prepare information and resources to be provided to impacted individuals during a debrief.

→ Facilitate a debrief with a Peer Assistance Counseling Team, or similar.

Resource List:

☐ Prairie St. John's > 701-476-7200

☐ Lakeland Mental Health > 218-233-7524

☐ Sanford ER > 701-234-2000

☐ FirstLink > 211

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Finance/Administration

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with BERT staff throughout the incident.

→ Report to Incident Commander.

→ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment and supplies are in place.

→ Based on the situation, activate units within the section as needed and designate unit leaders.

→ Request additional personnel as necessary to maintain a 24-hour operation.

→ Make a list of key issues to be addressed by Finance/Administration; identify objectives to be accomplished during the initial Operational Period.

→ Think ahead and anticipate situations and problems before they occur.

→ Ensure that Finance/Administration activity logs and other necessary files are maintained.

→ Ensure that all financial records are maintained throughout the event or disaster.

→ Ensure that all on-duty time is recorded for all personnel responding to the incident.

→ Ensure that workers' compensation claims resulting from the response are processed within a reasonable time by the appropriate entity.

→ Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.

→ In conjunction with Logistics, ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms.

→ Review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.

→ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.

→ Participate in all Action Planning meetings.

→ Keep staff aware of the current fiscal situation and other related matters, on an on-going basis.

→ Collect and retain all activity logs from Logistics.

→ Ensure all forms, especially those utilized for the check in/out process of resources, are completed and returned in a timely fashion.

Logistics

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with BERT staff throughout the incident.

→ Report to Incident Commander.

→ Ensure that the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resource directories.

→ Assume the duties of all logistics positions until staff are available and assigned.

→ As staff members are assigned, brief them on the situation, assign them as needed, and supervise their activities using the position task lists.

→ Request additional personnel as necessary to maintain a 24-hour operation.

→ Make a list of key issues to be addressed by Logistics; identify objectives to be accomplished during the initial Operational Period.

→ Think ahead and anticipate situations and problems before they occur.

→ Ensure that Logistics activity logs and other necessary files are maintained.

→ Ensure that the following responsibilities of the Logistics Section are addressed as required:

   o Providing communication services

   o Resource tracking, by ensuring that all resources, including those ordered through Mutual Aid, are tracked and accounted for on a Form 215

   o Acquiring equipment, supplies, personnel, facilities and transportation services

   o Arranging for food, lodging and other support services as required

→ Establish priorities for resource allocation.

→ Attend and participate in Action Planning meetings.

→ Ensure that timelines are documented for resource requests and delivery notes.

→ Ensure that transportation requirements, in support of response operations, are met.

→ Ensure that all requests for facilities and facility support are addressed.

→ Collect all Activity Logs (ICS Form 214) and other resource documentation at the end of each operational period and submit to Finance/Administration Section for processing.

Transportation

→ Open an activity log (ICS Form 214) and keep current throughout the incident.
→ Receive necessary briefings throughout the incident.
→ Conduct necessary briefings with BERT staff throughout the incident.
→ Report to Logistics.
→ Develop a transportation plan to support operations.
→ Arrange for the acquisition or use of required transportation resources.
→ Determine the status of transportation routes in and around the incident.
→ Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population and shipment of resources and material.
→ Establish contact with local transportation agencies and metro area transit to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.

Technology / Communications

→ Open an activity log (ICS Form 214) and keep current throughout the incident.

→ Receive necessary briefings throughout the incident.

→ Conduct necessary briefings with BERT staff throughout the incident.

→ Report to Logistics.

→ Install, activate and maintain information, telephone and radio systems.

→ Assist with determining appropriate types and numbers of computers and computer applications, telephones and other technology/communications equipment required to facilitate operations.

→ Ensure appropriate systems are accessible from all computers for internal information management to include message and e-mail systems.

→ Acquire radio frequencies as necessary to facilitate operations.

→ Continually monitor and test information systems, activated radio and telephone systems to ensure usability.

→ Keep informed of system failures and restoration activities.

→ Develop instructional guidance for use of computers, computer programs, radios and telephones. Be prepared to conduct training sessions as necessary.

→ Request additional computer equipment as required.

→ Meet periodically with other sections to ensure that their technology/communications capabilities are adequate. Make modifications as necessary to maintain their operational capability.

Resource List:
(Examples: Network passcodes, mobile hotspots, tech providers, phone providers, radios, etc.)

☐ MidStates Wireless > 701-293-9561   ☐ _____

☐ _____   ☐ _____

☐ _____   ☐ _____

☐ _____   ☐ _____

☐ _____   ☐ _____

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